

Clean Cities Sweep

Part of the Great American Cleanup



Sponsored in part by:



PLANNING TIPS

Keep Charleston Beautiful

823 Meeting Street • Charleston, SC 29403

579-7501 (telephone) • 724-7300 (fax) • ScalesJ@charleston-sc.gov

www.KeepCharlestonBeautiful.org

Pre-Event Planning Tips

Visit our website at www.KeepCharlestonBeautiful.org to find a safety sheet available for download. Please review safety protocols with your volunteers prior to your project.

By now you may have decided on the type of event, the dates, and the location of your CCS project. We strongly suggest you visit the project location before you start to get an idea of the area and any possible issues that may come up. If needed make sure you get permission from all appropriate parties. If you need assistance in choosing a location or planning your event, call KCB at 579-7501.

Plan for sustainability! Determine who will maintain the project throughout the year. If you are planting consider installing low-maintenance, drought-tolerant plants; think about what is necessary to keep the project looking good year-round. If you are painting a mural establish who will be responsible for touchups as they are needed. If you are doing a litter cleanup, think about how you will keep the area clean after your project.

If tree planting is part of your project, contact No Cuts (PUPS) at 1-888-721-7877 so the utility lines will be marked before you start.

Take “before” photographs prior to your event to submit with your post-event report. Remember to take both your “before” and “after” photographs from the same spot and angle. Examples of good “before” and “after” photographs are included in this kit.

Tell the community about your project and create partnerships with local groups and businesses. This is a great opportunity to recruit both sponsors and volunteers. Engage the help of parents, PTA members, business partners, and other community members.

Make sure you have all needed equipment: brooms, shovels, rakes, safety vests, gloves, and trash bags for volunteers. Make sure there are restroom facilities available at or near your worksite. Where will people park? Do you have water available if it is hot out?

If you are asking for donations from area businesses (i.e. equipment rental, plants, refreshments), send a letter well in advance stating your specific request and then follow up with a visit or call. KCB can help with letters of support if needed.

Don't be shy, talk with local companies to see if they would be willing to partner with you on your project. They may help you with future maintenance and offer “free” advice.

Remember to take your post-event forms to your project to ensure that your reporting is accurate. Make extra copies of the post-event form if needed.

Lastly, have a fun, safe, and rewarding CCS project. Remember to thank your sponsors and volunteers for their support and hard work. Thank you for helping us!

Your post-event report is due by **4pm on April 28**. The submission of this report is crucial in determining the impact of your efforts on both a local and national level. These reports help Keep American Beautiful and our office secure the sponsors needed to provide CCS volunteer groups with supplies and support.

Safety Tips

Safety is something that should always be part of your project. Take a moment to review these Guidelines with your volunteer group at least 1 day before the project.

1. Know your project and the area you will be working before you start. This allows you to have the needed equipment and safety gear on hand for the project.
2. Make sure project locations are appropriate for your volunteer group. Children ages 10 and under must have an adult buddy with them at all times during a project. Children ages 11-16 must have adult supervision during the project. No one under 17 should work on or near a roadway.
3. Wear appropriate clothing and safety gear. This includes, but is not limited to, **gloves, close-toe shoes, and safety vests**. Also be sure to wear clothes that you don't mind getting dirty.
4. **Do not pick up materials that could be potentially hazardous** such as guns, needles or knives. Call the non-emergency police number if you are concerned about an item 843-577-7434.
5. Get help with lifting bulky and heavy items. Wear a brace when needed and lift items with your legs and not your back. NO litter is worth getting hurt over.
6. Do not pick up containers with unidentifiable contents. Leave the item and call KCB, 579-7501, to report the exact location of the container and we will contact SCDHEC for disposal.
7. Do not go onto private property without the permission of the property owner.
8. Avoid overexertion, take rest breaks and drink plenty of water.
9. Read the instructions and follow all the safety procedures for all equipment and chemicals.
10. Be aware of your worksite. Be alert for possible wildlife, cars, or pedestrians.
11. Put tools and supplies away when not in use so as to avoid injury to yourself or others
12. Know your allergies and keep needed medications on hand for situations like bee stings or ant bites. When working in natural areas avoid contact with poisonous plants, such as poison ivy.

Use common sense. We want to get Charleston as clean and beautiful as possible, but we also want to make sure that everyone stays safe and healthy!

These sound silly but it happens- DO NOT EAT, DRINK, RIDE ON, THROW, or PLAY WITH anything you find during a cleanup event. Our volunteers are important to us and we want you all to have a wonderful safe event! Thank you for your support.

Post-Event Checklist

****Forms are included in the post-event report folder provided within your supplies.***

- **Report forms included in your post-event report folder:** Volunteer Summary Form, Special Events Form, Event Totals Form, and other forms.
- **"Before" and "After" photographs** of your project. Please see the guidelines included in this kit for examples of excellent "before" and "after" photographs.
- **Completed liability form** signed by the project coordinator or if applicable the school principal. Form allows KCB to use submitted pictures to promote a cleaner Charleston.
- **Project Poster** highlighting the project and showcasing your student's hard work.
- **Additional event photographs** that you have taken and wish to share. **Do not** submit photographs of people who do not wish to be featured. If you are a school please do not include students who are not covered by your school's liability release. Please try to include photographs of volunteers standing in front of the event banner and using the provided supplies, especially GLAD Bags.
- **Colorful Can:** if your students are decorating a trashcan for the Clean Cities Sweep please make sure to return it by the date indicated so it can be used at the Cooper River Bridge Run.

These items may be returned by mail, email, or you may drop them by our office. If you drop them off please call or email to set up a time for us to receive your reports.



Thank you to all our CCS volunteers!

"Before" & "After" Photograph Guidelines

**If you do not have access to a camera, contact our office before you start working on your project so we may help you make arrangements to take photographs.*

All groups are required to submit at least one set of "Before" and "After" photographs of their project. Groups often elect to submit one set of photographs for each type of project they host.

"Before" and "After" photographs should be taken of the same project from the same angle and distance (please see examples below).

Do not include individuals in your "Before" and "After" photographs.

Photographs may be submitted as a hard copy or in digital format. Printed photographs can be either mailed or dropped off at our office. Digital photographs may be emailed to scalesj@charleston-sc.gov. You may include multiple photographs in one email as long as they are clearly labeled. If submitting hard copies, be sure to clearly label the back of each photograph with your group name and whether the photograph is the "Before" or the "After".

Example of "Before" & "After" Photographs



Charleston Creek Cleaners, 2011

Plant Recommendations

Thanks to [Keep North Charleston Beautiful](#) and their wonderful staff we are able to provide the following short list of perennial plants that thrive in the Charleston area and are frequently available at local home improvement stores and nurseries. Please keep in mind plants need care year round. Please make long term arrangements for your garden so it remains beautiful all year.

If your school/community group does create a garden it may be eligible for additional recognition through Keep Charleston Beautiful's [Charleston Friendly Yard](#) program.

If you are having difficulty locating these plants, contact a nursery specialist at your garden center. They may be able to order the plants for you.

FLOWERS:

Agapanthus (many varieties)	Black-Eyed Susan (<i>Rudbeckia fulgida</i>)
Blue Flag Iris (<i>Iris versicolor</i>)	Blue Phlox (<i>Phlox divaricata</i>)
Cardinal Flower (<i>Lobelia cardinalis</i>)	Dune Sunflower (<i>Helianthus debilis</i>)
Echinacea (many varieties)	Evening Primrose (<i>Oenothera</i>)
Evergreen Giant Liriope (<i>Liriope muscari</i>)	Heuchera (many varieties)
Homestead Verbena (<i>Verbena canadensis</i>)	Indian Blanket Flower (<i>Gaillardia pulchella</i>)
Mexican Petunia (<i>Ruellia brittoniana</i>)	Mexican Sage (<i>Salvia leucantha</i>)
Russian Sage (<i>Perovskia atriplicifolia</i>)	Salvia (<i>Salvia nemerosa</i>)
Sedum (many varieties)	Shasta Daisy (<i>Leucanthemum superbum</i>)
'Becky')	
Silver Swan Spurge (<i>Euphorbia characias</i>)	Soft Rush (<i>Juncus effusus</i>)
Sweet Grass (<i>Muhlenburgia capillaries</i>)	Texas Star Hibiscus (<i>Hibiscus coccineus</i>)
Whirling Butterflies (<i>Gaura lindheimeri</i>)	Yarrow (many varieties)

SHRUBS:

Beautyberry (<i>Callicarpa americana</i>)	Butterfly Bush (<i>Buddleia</i>)
Double Knock Out Rose (<i>Rosa 'Radtko'</i>)	

TREES:

Bald Cypress (<i>Taxodium distichum</i>)	Chaste Tree (<i>Vitex agnus-castus</i>)
Cherry Laurel (<i>Prunus caroliniana</i>)	Dogwood (<i>Cornus florida</i>)
Fringe Tree (<i>Chionanthus virginicus</i>)	Live Oak (<i>Quercus virginiana</i>)
Magnolia (<i>Magnolia grandiflora</i>)	Red Cedar (<i>Juniperus Virginia</i>)
Red Maple (<i>Acer rubrum</i>)	Redbud (<i>Cwercis Canadensis</i>)
River Birch (<i>Betula nigra</i>)	Willow Oak (<i>Quercus phellos</i>)

VINES:

Confederate Jasmine (<i>Trachelospermum jasminoides</i>)	Honeysuckle (<i>Lonicera</i>)
Yellow Jasmine (<i>Gelsemium sempervirens</i>)	

Keep Charleston Beautiful would like to thank the following groups for their support of the Clean Cities Sweep and the Great American Cleanup.



2013 National Sponsors of the Great American Cleanup:

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